

JOBS2010

Jobs & Opportunities

Building Skills

The Coconino County Workforce Investment Board (CWIB) strongly believes that WORKFORCE DEVELOPMENT RELATED ACTIVITIES are vital/key components in ensuring long-term sustainable success of the communities that we serve AND that it is crucial that we enhance (STRENGTHEN) the Northern Arizona region’s existing One-Stop system in order to provide services that positively impact the targeted population of employers and job seekers.

The intent of the CWIB’s Northern Arizona Workforce Development Information Relay Stimulus Project (JOBS 2010) is “To stimulate the knowledge of & utilization of the One-Stop System’s Workforce Development Programs & Services in the Northern Arizona region”.

The JOBS 2010 acronym stands for “Jobs & Opportunities – Building Skills”. This initiative is paid for in part by a grant from the State of Arizona’s Governor’s Council on Workforce Policy.



Daily Events

Flagstaff Public Library - Computer Lab Hours
M-TH 10a - 9:00p F 10a - 7p Sat 10a - 6p
Goodwill One Stop - Computer Lab Hours
Daily 8:30a - 4:30p
Job Service One Stop
Daily 8a - 5p
Sunnyside One Stop - Employment Assistance
M-W-F 9:00a - 5:00p TTH 12:00p - 8:00p

Contact Numbers

Coconino Career Center - 928-679-7400
Coconino Community College - 928-526-7653
Coconino Community Services - 928-679-7425
Flagstaff Chamber of Commerce - 928-774-4505
Flagstaff Public Library - 928-779-7670
Goodwill One Stop - 928-526-9188
Job Service One Stop - 928-779-4557
Northern AZ College Resource Center - 523-2442
Sunnyside One Stop - 928-779-7011

Equal Opportunity Employer/Programs

JOBS2010 - Workshop Calendar for May 2010					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
All workshops offered at no cost. For more information please contact the Coconino Career Center 928-679-7400.					1
3 Maximizing Your Application 2-3:30p Applications vs. Resumes, how much of the application should you complete and electronic applications vs. paper applications? Coconino County Human Resources, Erika Philpot, held at Career Center 2625 N King St Birch Room	4 Grant Writing for Non-Profits 10a-3p Lunch on your own Must register in ADVANCE to 679-7400, attendance is limited. Job Club 1-2p offered weekly. The exchange of information can energize job searchers & teach career strategies. Career Center 2625 N King St Birch Room	5 Ultimate Job Workshop for Veterans 9-12:30p Presented by Jim Ramm, DES office 397 Malpais Ln. Intro to Word and the basic tools of the Word 2003 Program 10-12p Flagstaff Library 300 W. Aspen Computer Lab	6 Taking Care of Unemployment by Phone or Internet 10-11a Job Service Office 397 Malpais Ln Suite F	7	8 Intro to Computers 10-12p Flagstaff Library 300 W. Aspen Gates Computer Lab
10 Tools for a Happy Healthy Financial You 115-215p. Tom Anderson, Consumer Credit Counseling Services SW held at the Community Services Bldg.2625 N King St, Ponderosa Room	11 Veterans Benefit Fair 10-3pm held at the American Legion 204 W. Birch Ave Job Club 1-2p offered weekly. Career Center 2625 N King St Birch Room Surviving While Unemployed 230-330p From financial to career- keeping up while looking for work. Career Center 2625 King St Birch Room Personal Financial Management 4-530p Gain knowledge on how to budget & prepare for unforeseen situations. Coconino Community College 3000 N. 4th St Room B-10	12 Veterans Job Fair 10a-3:00p American Legion 204 W. Birch Ave Hidden Job Market 12-1:30p Presented by Richard Baron at the Career Center 2625 N. King St Birch Room Life Shift-Transition to Retirement 3-430p Focusing on emotional & non-financial in your retirement plan. Jim Buzard, Coco County Community Services Bldg.2625 N King St, Ponderosa Room Where Does Your Paycheck Go? 530-630p Sunnyside One-Stop 2403 N Izabel St Introduction to Email 600-730p East Flag Library 3000 N. Fourth Street Suite 5	13 Taking Care of Unemployment by Phone or Internet 10-11a Job Service Office 397 Malpais Ln Suite F Introduction to Email 10-1130a Learn to set up a personal email and tools and tips to use it. East Flag Library 3000 N. Fourth Street Suite 5 Things You Should Know about Your Retirement Plan While Changing Jobs 3-430p Presented by Dharmesh Vora of Vora Financial Group To be held at Flagstaff Chamber of Commerce 101 W. Route 66	14 Open Lab 10-12p Computers available to work on resumes, job search or skill building. Career Center 2625 N King St Birch Room	15
17	18 Job Club 1-2p offered weekly. The exchange of information can energize job searchers & teach career strategies. Career Center 2625 N King St Birch Room Choosing a Successful Attitude 230-330p Keeping positive while in the middle of change. Career Center 2625 N King St Birch Room	19 Career Makeover 4-530p Revitalize your current career or explore a new one. Presented by Barbara Shovers, Life Coach & Career Educator 2625 N King St. Ponderosa Room Keeping the Job You Have 530-630p Tips to grow in your current employment. Sunnyside One-Stop 2403 N Izabel Street.	20 Intro to the Internet 10-12p Flagstaff Library 300 W. Aspen Gates Computer Lab Tips for Finding & Getting Government Jobs 1-2:30p Basics of public job postings & apps to maximize your interview chances. Coconino County HR, Anna Swigart, held at Career Center 2625 N King St Birch Room Mastering the Art of the First Impression 530-7p You don't get a 2 nd chance to make a good first impression! Goodwill Industries of No Az. 2225 N. Steves	21	22
24	25 Job Club 1-2p offered weekly. Career Center 2625 King St Birch Room Resume Writing Tips 230-330p Learn how to quickly create a resume for every application. Career Center 2625 King St Birch Room	26 Basic Business Empowerment 12-1p Learn tips and ideas for starting your own business. Presented by Scott Neuman, Coconino Community Svs 2625 N King St, Ponderosa Room Intro to the Internet 10-12p Flagstaff Library 300 W. Aspen Gates Computer Lab	27 When Does the Interview Really Start? 1-2p Presented by Jordan Hoffman, Goodwill Industries Coconino Community Services Building 2625 N King St, Birch Room	28 Open Lab 10-12p Computers available to work on resumes, job search or skill building. Career Center 2625 N King St Birch Room	29